



Town of Oro Valley Classification Description

Title: **POLICE DETECTIVE**
Job Code: 2740
FLSA Status: Non-Exempt

Department: Police
Salary Grade: Step Plan

POSITION SUMMARY:

Under general supervision, investigates and resolves assigned cases and criminal activities.

ESSENTIAL JOB FUNCTIONS:

- A. Investigates and resolves assigned cases and criminal activities.
- B. Enforces Federal, state and local laws and ordinances.
- C. Identifies, collects, preserves and handles physical evidence and property to assist in the prosecution of criminals.
- D. Gathers evidence and verifies information pertinent to the investigation and resolution of a variety of criminal incidents.
- E. Documents crime scenes using a variety of technical equipment, techniques and procedures.
- F. Responds to emergency and non-emergency calls for service involving criminal activities and public complaints and concerns.
- G. Prepares criminal cases, assists in the prosecution and testifies before a jury at criminal trials.
- H. Works with attorneys to prepare investigative information to support charges and trial strategy.
- I. Prepares case reports, documentation and forms for issuing cases at the Courts office.
- J. Gathers, investigates, disseminates and maintains criminal intelligence data.
- K. Tracks trends and maintains criminal statistics.
- L. Obtains search warrants and serves orders of protection.
- M. Coordinates with other Detectives and staff to investigate and solve cases.
- N. Disperses information to Department staff and updates upper management on cases.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing law enforcement.
- Knowledge of Town and Department policies and procedures.
- Knowledge of modern law enforcement trends and practices.
- Knowledge of the State criminal justice and court systems, procedures and protocols.
- Knowledge of crime scene evidence handling and preservation techniques.

- Skill in interpreting laws and regulations, making decisions, maintaining composure and working effectively under stressful conditions and emergency situations.
- Skill in documenting details of incidents and collecting and preserving crime scene evidence.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Current non-probationary Police Officer with the Oro Valley Police Department.
- Three (3) years' experience in investigation and/or law enforcement; **OR** an equivalent combination of education and experience.
- Must possess at the time of application and maintain an AZPOST Peace Officer certification, ACJIS Terminal Operator certification, background investigation and an Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.